

Policies & Regulations
Academic Affairs

Graduate Faculty Membership and Review		
Number:	2.0260P	New Policy
Effective Date:	7/12/2007	<input checked="" type="checkbox"/> Major Revision of Existing Policy
Revised Date:	TBD	<input type="checkbox"/> Minor/Technical Revision of Existing Policy
Responsible Division/Department:		<input type="checkbox"/> Reaffirmation of Existing Policy
Academic Affairs / The Graduate School		<input type="checkbox"/> Repealed Policy

I. OBJECTIVE & PURPOSE

To describe the criteria for graduate faculty membership and membership renewal.

II. STATEMENT OF POLICY

Definition

Graduate faculty are those faculty who meet eligibility criteria and have approved approval by the Dean of the Graduate School to teach graduate courses and/or to offer direct assistance to graduate students in their graduate programs. Teaching graduate courses does not automatically confer graduate faculty status.

Two categories of graduate faculty are recognized: Research Graduate Faculty and Teaching Graduate Faculty. Faculty who are approved as Graduate Research Faculty are permitted to teach graduate courses, serve on graduate student exam/thesis/dissertation committees, serve as Graduate Program Directors, and participate on the Graduate Council. Approved Graduate Teaching Faculty are permitted to teach specified clinical/professional graduate courses. They can only serve on student exam/thesis/dissertation committees as an additional member beyond the minimum required membership established by the graduate program.

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Eligibility

The Graduate School determines qualifications for both Research Graduate Faculty and Teaching Graduate Faculty based on eligibility criteria detailed below and monitors each category's appointments. Each college has specific criteria for graduate faculty status, which have been approved by the appropriate dean, by the Graduate Council, by the Dean of the Graduate School, and by the Vice President for Academic Affairs. Once approved, these criteria form the bases on which each college makes its recommendations to the Dean of the Graduate School for appointment to and retention of graduate faculty status. These criteria capture in ways determined by the faculty in a particular college to be appropriate to that college (1) active involvement with teaching graduate courses and/or offering direct assistance to graduate students, (2) appropriate pursuit of a scholarly agenda, and (3) instructional effectiveness in her/his graduate level courses.

Research Graduate Faculty

All tenured or tenure-earning faculty who possess the earned doctorate/terminal degree in the teaching discipline or a related discipline are eligible to become members of the Research

Graduate Faculty. Academic departments are required to provide evidence of a Research Graduate Faculty candidate's significant and continuing scholarship and/or creative activity as well as proof of teaching competency at the graduate level.

Teaching Graduate Faculty

Faculty on continuing lines (e.g., instructors or lecturers) who possess the earned doctorate/terminal degree in the teaching discipline, or equivalent education and/or experience, are eligible to become members of the Teaching Graduate Faculty. Academic departments are required to provide evidence of a Teaching Graduate Faculty candidate's continuing scholarship, creative activity and/or relevant clinical practice as well as proof of competency at the graduate level.

Adjuncts and visiting faculty are ineligible for graduate faculty status.

College Criteria

Colleges may also establish additional criteria for membership as long as they are consistent with the eligibility criteria outlined in this policy. College-specific criteria must be approved by the appropriate College Dean, by the Graduate Council, by the Dean of the Graduate School, and by the Vice President for Academic Affairs. Once approved, these criteria form the bases on which each college makes its recommendations to the Dean of the Graduate School for appointment to and retention of graduate faculty status. These criteria capture in ways determined by the faculty in a particular college to be appropriate to that college, including (1) active involvement with teaching graduate courses and/or offering direct assistance to graduate students, (2) appropriate pursuit of a scholarly or creative agenda, and (3) instructional effectiveness in her/his graduate-level courses. Non-tenure-earning faculty who otherwise fulfill the eligibility criteria may become members of the graduate faculty when the particular case, as determined by the Dean of the Graduate School, warrants.

Members of the graduate faculty who become emeritus faculty may maintain their appointment to the Graduate Faculty if, at the time of their renewal, they have maintained active pursuit of a scholarly agenda and continue to be actively involved in work with graduate education and/or assisting graduate students. College criteria will need to be met as well and endorsement provided by the department chair and dean of the college. Emeritus faculty will follow the same renewal process as regular faculty.

Criteria Appointment

The initial appointment of faculty to either graduate status/faculty category, whether for current faculty new to graduate programs or faculty new to UNF, may be recommended to the Dean of the Graduate School at any time. Academic departments with graduate programs will recommend qualified faculty who are, or will be, actively involved with teaching graduate courses and/or offering direct assistance to graduate students for appointment to either the Research or Teaching Graduate Faculty. The Dean of the College will review each such nomination and add a recommendation. (The College Dean has the right not to forward names she/he does not judge to be appropriate.) The nomination will then be forwarded to the Dean of the Graduate School, with accompanying documentation of eligibility (e.g., curriculum vitae, faculty credentialing matrix). Each college has specific criteria for graduate

~~faculty status, which have been approved by the appropriate dean, by the Graduate Council, by the Dean of the Graduate School, and by the Vice President for Academic Affairs. Once approved, these criteria form the bases on which each college makes its recommendations to the Dean of the Graduate School for appointment to and retention of graduate faculty status. These criteria capture in ways determined by the faculty in a particular college to be appropriate to that college (1) active involvement with teaching graduate courses and/or offering direct assistance to graduate students, (2) appropriate pursuit of a scholarly agenda, and (3) instructional effectiveness in her/his graduate level courses.~~

Review of Graduate Faculty Membership Status

A member of the Research Graduate Faculty who is a full professor is reviewed every ten years, beginning from the time she/he was promoted to professor. A member of the Research Graduate Faculty who is an associate professor or an assistant professor with tenure is reviewed every five years, beginning from the time she/he was promoted to associate professor or was awarded tenure, respectively. A member of the Teaching Graduate Faculty is reviewed every three years.

If the case is provided by the candidate demonstrates that the College-specific criteria are met, as judged and endorsed by the College Dean, the Dean of the Graduate School will consider the graduate faculty member to have achieved renewal.

Members of the graduate faculty who become emeritus faculty may maintain their appointment as Research Graduate Faculty or Teaching Graduate Faculty if, at the time of their renewal, they have maintained active pursuit of a scholarly agenda and/or continue to be actively involved in work with graduate education and/or assisting graduate students. College criteria will need to be met as well and endorsement provided by the department chair and dean of the college. Emeritus faculty will follow the same renewal process as regular faculty.

